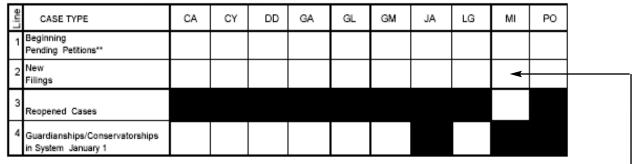
Mental Commitments

Mental commitment files have specific event requirements that are defined in order to be properly recorded for caseload. It is important to follow the steps when initiating, disposing, processing subsequent and supplemental or second/continuing orders on these types of files.

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS



MI/JA New Filing

A new filing will count on Part 1, Section D, Line 2. -

- **Step 1**: Case Initiation
- **Step 2**: The <u>first Application/Petition event options are defined as follows: include party type Header 1 (the party date file will be updated).</u>

IAFH Initial Application for Hospitalization (PCM 201

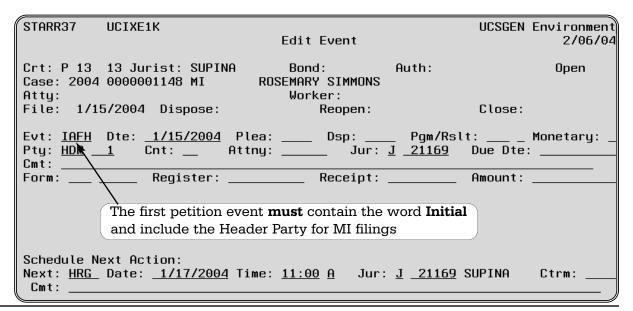
IPHF Initial Petition for Hospitalization (PCM 201)

IOHM Initial Objection to Hospitalization of a Minor (PCM 202)

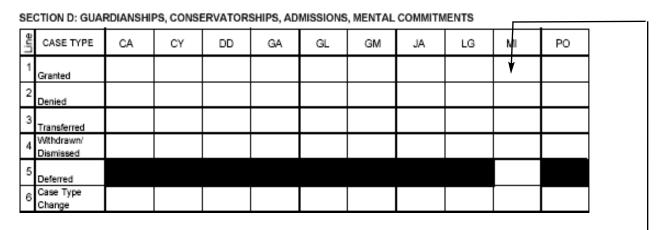
IPCH Initial Petition for Continue Hospitalization of Minor (PCM 237)

IPAS Initial Petition for Assisted Outpatient Treatment (PCM 242)

(JA) ODDP Objection to Admission of Develop. Disabled Person (PCM 203)



MI/JA Dispositions



Mental dispositions will count on Part 2, Section D, Lines 1-6. —

All applications/petitions for hospitalization should be followed by an event of the appropriate order with a disposition.

Any event, possible options:

OFH Order for Hospitalization

OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)

RDHC Request to Defer Hearing on Commitment (PCM 235)

ODIS Order to Dismiss

OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

GTD Granted DEN Denied TRS Transferred WHDW Withdrawn DIS Dismissed **DEFR Deferred (Evt: RDHC)**

STARR37	UCIXE1K	Edit	Event		UCSGEN	Environmen 2/11/0
	13 Jurist: SUPI 0000001148 MI	ROSEMAR		Auth:		Adju
	i/2004 Dispose:				Close:	
Evt: <u>OFH</u> Pty: <u>HDR</u> Cmt:	Dte: <u>1/17/2004</u> 1 Cnt:	Attny:	Jur: 🐧	_ Pgm/Rsl [.] <u>J 21169</u> \	t: Due Dte	Monetary: .
Form:			Receipt: _		Amount:	
	Event must h	ave party type	Header 1 and	d disposition	ı	
	ext Action: Date:		Jur:			Ctrm:

MI Subsequent Petitions

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	ď	GM	JA	LG	М	Р	
	Beginning Pending Petitions**											
2	New Filings									\		
3	Reopened Cases											
	Guardianships/Conservatorships in System January 1											

A subsequent petition for hospitalization will count on Part 1, Section D, Line 2, New Filings.

Step 1. Enter one of the following events with a party type of Header 1.

These events will remove the current case disposition* date and change the case status from Adjudicated to Open.

Event options:

AFH Application for Hospitalization (PCM 201)

PFH Petition for Hospitalization (PCM 201)

OHM Objection to Hospitalization (PCM 202)

PCHM Petition for Continuing Hospitalization of Minor (PCM 237)

PAS Petititon for Assisted Outpatient Treatment (PCM 242)

Step 2. Disposition

Any event, possible options: (see also Dispositions, page 2)

OFH Order for Hospitalization

OFOH Order follow Hearing on Obj. to Hosp. by Minor/Ad (PCM 205)

RDHC Request to Defer Hearing on Commitment (PCM 235)

ODIS Order to Dismiss

OAO Order for Assisted Outpatient Treatment (GTD or DEN only)

with a Disposition and party type of Header 1:

GTD Granted DEN Denied TRS Transferred

WHDW Withdrawn DIS Dismissed DEFR Deferred (Evt: RDHC)

* The prior disposition will be retained with the event and displayed in the ROA.

Request to Defer

PART 1: NEW FILINGS, SECTION D: LINE 3: REOPENED (Demand for Hearing)

PART 2: DISPOSITION, SECTION D: LINE 5: DEFERRED PART 4: CASE AGE, SECTION D: MENTAL COMMITMENTS

STARR37	UCIXE1K	UCSGEN Env Edit Event	vironment	TEST 7/13/0						
		ERBAUGH Bond: SUSAN CARTWRIGHT Worker:	Auth:	OPEN						
File: 5/0:	1/2005 Dispose:	Reopen:	Close	:						
Pty: <u>HDR 1</u> Cmt: Form:	Cnt:Register:	Plea:Dsp: <u>DEF</u> Attny:Bur: Receipt:	Due Dt	e:						
Event	t must be RDHC with	disposition DEFR and HI	OR 1 - Press [Enter]							
The case will	The case will be updated with the Disposition date and case status will change to Adjudicated.									
		Time: Jur:		Ctrm:						
F3=Exit F	10=Name F13=Cmds	F14=More Comments	F16=Calc F19=PCN	F20=Bonds						

Demand for Heaing

STARR37	UCIXE1K	UCSGEN Environment Edit Event	TES 7/13/0							
		TERBAUGH Bond: Auth: SUSAN CARTWRIGHT Worker:	ADJU							
	1/2005 Dispose:	5/10/2005 Reopen: Close:								
Pty: <u>HDR</u> 1		Plea: Dsp: Pgm/Rslt: Attny: Jur: Due Dte								
Form:	Register:	Receipt: Amount:								
	Event must be DFH with Party HDR 1 Press [Enter] The case disposition date will be removed and the case state will change to open.									
Next:	ext Action: Date:	_ Time: Jur:	Ctrm:							
F3=Exit F	10=Name F13=Cmd	s F14=More Comments F16=Calc F19=PCN	F20=Bonds							

Other MI Filings

PART 1: SECTION D:

GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

ОТІ	OTHER FILINGS								
Line	CASE TYPE	MI							
5	Petition for Second Order								
6	Petition for Cont. Order								
7	Supplemental Petitions								
8	Petition for AOT								

Petition for Continuing/Second Order

Counted on caseload Part 1, Section D, Other Filings, Line 5 - 8. (Petitions for AOT are also counted on Part 1, Section D, New Filings, Line 2.)

The following events must fall within in the reporting date:

PCO	Petition for Continuing Order (PCM 218)	Line 5
PSO	Petition for Second Order (PCM 218)	Line 6
SPA	Supplemental Petition for Hosp. (PCM 209a)	Line 7
POTM	Petition & Order to Transport Minor (PCM 240)	Line 7
IPAS	Initial Petition for AOT (PCM242)	Line 8
PAS	Petition for AOT (PCM 242)	Line 8

STARR37	UCIXE1K	Edit	Event		UCSGEN	Environment 2/06/04				
	13 Jurist: SUPIN 0000001148 MI			Auth:		Adju				
	5/2004 Dispose:				Close:					
Evt: PCO Pty: Cmt:										
Form:	1		Receipt:		Amount:					
	PCO or PSO for Petition for Continuing or Second Order									
	ext Action: Date:		Jur:			Ctrm:				

Note: Do not modify this event with the results of the order, that is a separate event. (see page 5)

Continuing/Second Order for Treatment

Line	CASE TYPE	MI
9	Second Order Granted	
10	Second Order Denied	
11	Cont. Order Granted	
12	Cont. Order Denied	
13	AOT Granted	
14	AOT Denied	

PART 2: SECTION D:
GUARDIANSHIPS, CONSERVATORSHIPS, JUDICIAL
ADMISSIONS, MENTAL COMMITMENTS

Counted on caseload Part 2, Section D, Other Filings, Lines 9 - 14 (Petitions for AOT are also counted on Part 2, Section D, Method of Disposition, Line 1 & 2)

The following event must fall within the reporting date:

SORD Second Order for Treatment (PCM 219)	Result	GTD	Line 9
SORD Second Order for Treatment (PCM 219)	Result	DEN	Line 10
CORD Continuing Order for Treatment (PCM 219)	Result	GTD	Line 11
CORD Continuing Order for Treatment (PCM 219)	Result	DEN	Line 12
OAO Order for AOT (PCM 243)	Dsp:	GTD	Line 13
OAO Order for AOT (PCM 243)	Dsp:	DEN	Line 14

STARR37	UCIXE1K	Edit	Event		UCSGEN	Environment 2/06/04
	13 Jurist: SUPIN 0000001148 MI	ROSEMAR	d: Y SIMMONS ker:	Auth:		Adju
	5/2004 Dispose:				Close:	
	Dte: <u>3/27/2004</u> Cnt:	Attny:	Jur:			
Form:	Register:		Receipt:		Amount:	
	Enter CORD or SC make sure to inclu	_	rogram/resul	t of Granted o	r Denied,	
	ext Action: Date:		Jur:			Ctrm:

OTHER FILINGS

Supplemental Petition/Petition to Transport Minor

A supplement petition or petition to transport a minor may create a new case or be added to an existing case, either way it will only be counted on caseload as a supplemental petition (not a new filing).

Counted on caseload
Part 1, Section D, Other Filings, Line 7.

CASE TYPE MI

5 Petition for Second Order
6 Petition for Cont. Order
7 Supplemental Petitions
8 Petition for AOT

Existing Case (already has disposition):

Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a) POTM Petition and Order to Transport Minor (PCM 240)

No disposition required

.....

New Case Event options:

SPA Supplemental Petition for Hospitalization & Order for Exam (PCM 209a) POTM Petition and Order to Transport Minor (PCM 240)

Follow up: If there is no initial petition received for the file, a disposition should be entered.

Event: Any

Disposition: OTP Order to Transport Minor

OEX Order for Exam

NOTE: Dispositions for supplemental petitions will not (and should not) be counted on caseload. If the court chooses, it may enter one of the above dispositions so that a case with no further action may be adjudicated and closed.

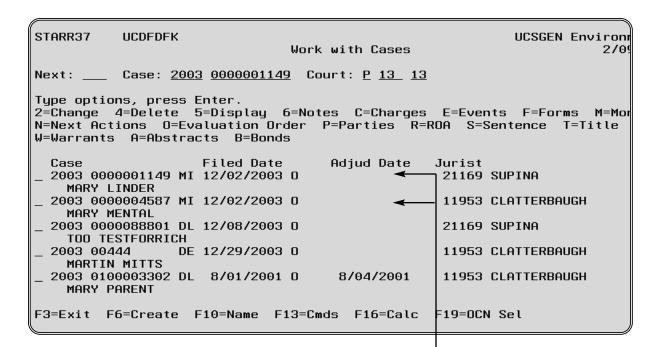
Beginning Pending

SECTION D: GUARDIANSHIPS, CONSERVATORSHIPS, ADMISSIONS, MENTAL COMMITMENTS

Line	CASE TYPE	CA	CY	DD	GA	d	GM	JA	G	М	РО	
	Beginning Pending Petitions**									\	-	
2	New Filings											
3	Reopened Cases											
4	Guardianships/Conservatorships in System January 1											

Counted on casesload Part 1, Section D, Line 1. -

An MI initial or subsequent petition that is filed and does not have a disposition by January 1st of each year will be considered Beginning Pending.



If there is no adjudication date by December 31st, these cases would fall on the beginning pending for 1st quarter caseload.